

**Corporate Lodging Consultants, Inc. ("CLC")  
Emergency Lodging Services**

**Attachment to Purchase Order Number: TBD**

**Client: Environmental Protection Agency**

Blanket Purchase Agreement Number: EP08W000344

CLC Tax Identification Number: 48-0866331

CLC Duns Number: 08 742 4511

**A. Authorized Contracting Officer**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**B. Requirements (attach supplemental schedule if required)**

Hotel room or Apartment: \_\_\_\_\_

Number of rooms: \_\_\_\_\_

Number of nights: \_\_\_\_\_

Requested location: \_\_\_\_\_

Maximum driving distance: \_\_\_\_\_

Maximum rate: \_\_\_\_\_

Food on premises: \_\_\_\_\_

Food within walking: \_\_\_\_\_

Interior corridors: \_\_\_\_\_

Single/double occupancy: \_\_\_\_\_

High speed internet: \_\_\_\_\_

Laundry facilities: \_\_\_\_\_

Meeting rooms: \_\_\_\_\_

Truck parking: \_\_\_\_\_

Other amenities: \_\_\_\_\_

**If apartment:**

Number of bedrooms: \_\_\_\_\_

Number of bathrooms: \_\_\_\_\_

Kitchen or other requirements: \_\_\_\_\_

**C. EPA Requirements Coordinator (Agency point of contact for room requests)**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**D. Hotel Reservation and Check-in Procedure**

EPA Requirements Coordinator contacts CLC with a room block request:

- Toll free phone number: 1-800-321-0455
- Dedicated fax number: 1-316-219-4293
- Dedicated e-mail address: [govlodging@corplodging.com](mailto:govlodging@corplodging.com)

CLC will attempt to obtain rooms to meet the room block request and either confirm the request has been met or propose alternatives to the Agency Requirements Coordinator. Agency shall pay room charges and CLC fees for rooms requested and obtained by CLC not properly cancelled by Agency. Agency shall pay CLC fees for rooms requested and obtained by CLC that are properly cancelled by Agency.

Upon arrival, the guest will identify him/herself to the hotel as being part of the CLC program and shall sign in on the hotel's CLC provided sign-in sheet. Room payment shall be as set forth below.

**E. Payment Terms**

\_\_\_\_\_ **Option 1:** CLC establishes a direct bill relationship with the hotel for room and tax (if applicable). Meals, other incidental charges and any damages to room caused by the guest are the responsibility of the hotel guest. Hotel invoices CLC for room and tax charges. CLC invoices EPA for hotel charges plus CLC fees (fees are set forth in the BPA or as negotiated). EPA pays CLC by Agency check or wire transfer. Upon receipt of payment from EPA, CLC pays hotel charges to hotel by check or wire transfer. This option provides EPA with detailed usage reporting data.

\_\_\_\_\_ **Option 2:** CLC establishes a direct bill relationship with the hotel for room and tax (if applicable). Meals, other incidental charges and any damages to room caused by the guest are the responsibility of the hotel guest. Hotel invoices CLC for room and tax charges. CLC invoices EPA for hotel charges plus CLC fees (fees are set forth in the BPA) plus 3% GSA SmartPay card charge. EPA pays CLC with Agency's Charge Card. Upon receipt of payment from EPA, CLC pays hotel charges to hotel by check or wire transfer.

\_\_\_\_\_ **Option 3:** EPA employee pays for room and tax (if applicable) using his/her individual GSA SmartPay card. Meals, other incidental charges and any damages to room caused by the guest are the responsibility of the hotel guest. CLC invoices EPA for CLC fees (fees are set forth in the BPA or as negotiated) plus 3% GSA SmartPay card charge (if applicable).

**F. Pricing (This section is to be completed by CLC)**

CLC's estimate of the pricing associated with this request is provided below:

CLIN 1000A – Program Setup costs:	_____
CLIN 1001A – Program Maintenance costs:	_____
CLIN 1002A – Nightly Transaction Processing costs:	<u>\$2.95 per night</u>
CLIN 1000B –Lodging Expense costs (estimated) <sup>1</sup> :	_____

<sup>1</sup> CLIN 1000B is an estimate of Lodging Expense costs only. EPA will be billed for actual nightly lodging costs (as determined during the room reservation process).